

Case 1



- Medical treatment records
- sole possession records (e.g., private notes of a faculty member)
- records created and maintained by the College Office of Public Safety for purposes of law enforcement
- employment records, other than records related to student employment at the college (e.g., work study)
- alumni records
- financial records of a patient

- C. Information that is not limited to the following: a person's date of birth, and other similar information which would allow identification of a person
- D. College Official² a person employed by SCCC in an administrative, supervisory, academic, research or support staff position; a person

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College records if the official is:

- performing a task that is specified in his or her position description or
- performing a task directly related to education;
- performing a task related to discipline;
- maintaining the safety and security of the

2. To appropriate parties (such as law enforcement officials and SCCC Public Safety Officers, public health officials, trained medical personnel, including school physician and psychologist, and parents) in connection with a safety emergency, if knowledge of the information is necessary to protect the health of the student or other individuals;
3. To officials of another institution with which a student seeks or intends to enroll, or with which SCCC has a joint admission or articulation agreement;
4. To certain officials of the U.S. Department of Education, Office of the Comptroller and U.S. Attorney General, and state and county educational authorities, in connection with audit or evaluation of certain state-supported education programs, or for the purpose of improvement in instruction;
5. To aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
6. To organizations conducting certain studies for or on behalf of the SCCC educational agencies, on the prior approval of the College Registrar, in consultation with the Office of Legal

10. To the alleged victim of a crime of violence or a forcible sex offense in connection with the final results of any disciplinary proceeding conducted by SCCC against the alleged perpetrator of said offense
11. To the general public of the results of a disciplinary proceeding, if the College determines that the student is an alleged perpetrator of a crime of violence or a forcible sex offense and the student has committed a violation of the Code of Conduct. Information which may be disclosed shall be limited to the name of the student, the violation committed, the sanction imposed against the student by the College. Names of any other students involved (i.e., victim or witness) may not be disclosed upon the written consent of such other students.
12. Disclosure is to the student's parent about the student's violation of any Federal or local law, or any policy of the College which governs the use and possession of drugs or alcohol, but only if the student is under age 21.
13. To U.S. military recruiters pursuant to the Solomon Amendment;
14. to a court or legal counsel if a student or parent has initiated legal action against the student or if SCCC has begun legal action against a student or parent;
15. As needed, to comply with other federal legislation passed subsequent to FERPA which supersedes FERPA confidentiality requirements

D. DIRECTORY INFORMATION

Information that is not considered appropriate by College officials. Directory Information is information which is generally not considered harmful or an invasion of privacy if it is

1. Suffolk County Community College designates the following items as Directory Information:
 - Student Name
 - Address (permanent, local and email)
 - Telephone number (permanent and local)
 - Photograph
 - Dates and status of enrollment
 - Major field of study
 - Honors, awards or special recognition
 - Weight and height, if a member of a team
 - Prior schools attended and degrees awarded
 - Participation in officially recognized activities and sports
2. Only staff members in the Office of the Registrar, the Office of Student Affairs, the Office of Legal Affairs, who have received appropriate FERPA training, may respond to requests for student Directory Information.

V. POLICY APPROVAL AND REVISION DATES:

Board of Trustees Approval: 9/13/2012; Revised 5/10/2020/2022